ITEM 62 | TREASURER

The duties of this officer vary in different societies. In probably the majority of cases he acts as a banker, merely holding the funds deposited with him and paying them out on the order of the society signed by the president and the secretary. He is always required to make an annual report, and in many societies he also makes a quarterly report which may be in the form given below. If the society has auditors the report should be handed to them, with the vouchers, in time to be audited before the meeting. The auditors having certified to its correctness, submit their report, and the chair puts the question on adopting it, which has the effect of approving the treasurer's report, and relieving him from responsibility in case of loss of vouchers, except in case of fraud. If there are no auditors the report when made should be referred to an auditing committee, who should report on it later.

It should always be remembered that the financial report is made for the information of members. The details of dates and separate payments for the same object are a hindrance to its being understood, and are useless, as it is the duty of the auditing committee to examine into details and see if the report is correct. The best form for these financial reports depends upon the kind of society, and is best determined by examining those made in similar societies. The following brief report is in a form adapted to many societies where the financial work is a very subordinate part of their work:

REPORT OF THE TREASURER OF THE M.L. SOCIETY FOR THE QUARTER ENDING MARCH 31, 1914.

Receipts.

Balance on hand January 1, 1914....		$ 25.75
Initiation fees	$ 50.00	
Members' dues	150.00	
Fines	10.50	210.50
Total		$236.25

Disbursements.

Rent of Hall.......................		$ 80.00
Electric lights	22.00	
Stationery and Printing.............	15.00	

Repair of Furniture..................	10.00	
Janitor	60.00	$187.00
Balance on hand March 31, 1914.....		49.25
Total............................		236.25

S........ M........,

Treasurer

Examined and found correct.

R........ V........}

J........ L........} Auditing Committee.